



Under the general direction of the Operations Manager, the Budget Officer provides responsible and complex technical oversight of fiscal and business practices for the Commission. The Budget Officer works independently to provide analysis, technical assistance and direction to the Commission in all areas associated with budget planning, development, and execution. The Budget Officer is expected to consistently exercise a high degree of confidentiality, initiative, responsibility, and independence in performing a complex workload, with short deadlines, and the need for a very high degree of accuracy and thoroughness.

- Assist the Operations Manager with the preparation of the budget projections that will be used in a future request or requests to the legislature for additional funds;
- Assist the Operations Manager with preparation of budget projections;
- Tracking CRC expenditures and generating the monthly reports as requested by the Commission
- Tracking the costs of "donated" services that must be reported as gifts to the government and that will ultimately be rolled up into the actual cost of our redistricting effort;
- Tracking and submitting CRC Travel Expense Claims and rolling them up for submission to DGS for payment through the FISCAL System;
- Tracking the payroll for Commissioners, staff, (FISCAL) and any paid interns or temps;
- Tracking and ensuring payment for meeting venues and services;
- Ordering and paying for procurements;
- Maintaining the required state paperwork for student assistants and volunteers;
- Other duties as required